



# Filing your Annual Business Recycling and Waste Reduction Report On-Line

Gabriela Monzon-Reynolds  
Division of Solid Waste Services





# Webinar guidelines

---

- **Press \* 6 to MUTE/UNMUTE your phone line**
- **Dedicated question time at the end of the presentation**
- **Type your questions in the chatbox**
- **Please press \*6 to place your line on mute NOW.**

# What is the Annual Business Recycling and Waste Reduction Report?

---



- Details the types and amount of materials recycled during the previous calendar year as well as educational and waste reduction efforts.
- Submitted annually by certain types of businesses to the Montgomery County Division of Solid Waste Services.
- Data submitted by businesses helps the County determine their recycling rates and assess recycling efforts and opportunities for assistance.

# Who needs to file the report and when is the report due?



If your business or property is a:	Your filing deadline is:
Large business (250+ employees)	February 1
Medium business (100-249 employees)  Small business (fewer than 100 employees) that received a written request from DSWS  Commercial property owner or manager of multi-tenant facilities	March 1

# Mandatory recyclable materials



## ■ **Mixed paper**

- White and colored paper
- Newspapers, magazines and catalogs
- Telephone directories and books
- Cardboard and boxboard
- Shredded paper

## ■ **Commingled materials**

- Plastic bottles and containers
- Glass bottles and jars
- Bi-metal cans, aluminum cans and foil products

## ■ **Scrap metal**

## ■ **Yard trim and Christmas trees**

# Voluntary recyclable materials



Businesses may report on additional recycling efforts including:

- **Carpet and carpet padding**
- **CFL light bulbs and tubes**
- **Cooking oil**
- **Electronic items**
- **Food waste for composting**
- **Textiles**
- **Toner cartridges**
- **Plastic wrap and bags**
- **Wood pallets**

# What you need to know before you start...

---



- Types of materials your company is recycling.
- Names and addresses of the collectors transporting your recyclable materials and refuse.
- Size and number of central collection containers for each recyclable material and the refuse.
- Collection frequency.
- Quantity of material collected in the previous calendar year.



# Where do you get this information?

- Contact your collector (*Don't wait until the last minute to call!*)
  - \* *You must obtain actual weights for compactors*
- Estimate the amounts by using our estimates and tools by visiting:

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling) or

<http://www.epa.gov/epawaste/partnerships/wastewise/pubs/conversions.pdf>



# Recycling container weight estimates



## Recycling Capacity Estimates Montgomery County Commercial Recycling Program

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height In Feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change								
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Mixed Paper	Aluminum (Whole Cans)	Glass (Whole bottles/jars)	Steel/Tin (Whole Cans)	Plastic Bottles	Commingled Materials
90 - 96 Gallon Cart Without Separate Cardboard Collection	0.5	2.5/2.5/4.0	98	89		62	54	82	78	49	60
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0				93					
Dumpster (2 yard)	2	3/4/4	261	97	73	127	131	472	280	144	253
Dumpster (4 yard)	4	4/4/5	521	194	146	254	263	943	561	288	506
Dumpster (6 yard)	6	4/5/6	782	291	219	381	394	1,415	841	432	760
Dumpster (8 yard)	8	6/6/6	1,042	389	292	508	526	1,887	1,122	576	1,013
Roll-off Container	10	6/22/4	1,303	486	365	635	657	2,359	1,402	721	1,266
Roll-off Container	20	6/22/5	2,606	972	731	1,269	1,314	4,717	2,804	1,441	2,532
Roll-off Container	30	6/22/6	3,909	1,457	1,096	1,904	1,972	7,076	4,206	2,162	3,798

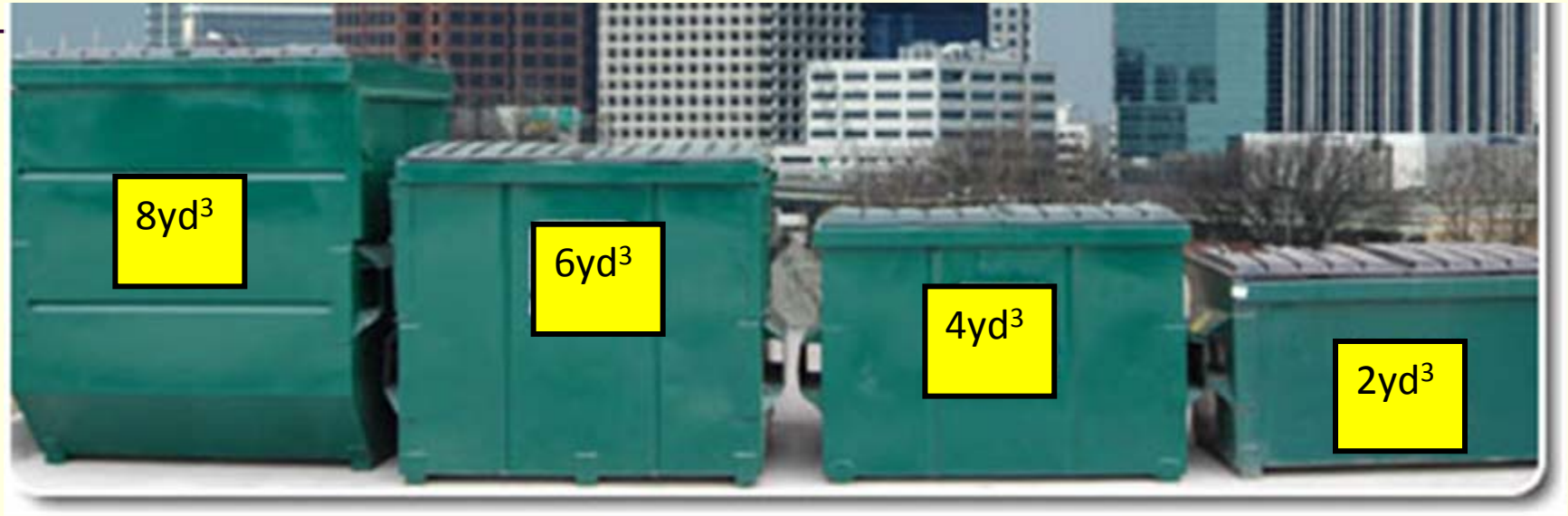
Shaded areas indicate this size container is not normally used for this material.

# Material Weight Calculator



	A	C	D	G	H	I
		<b>*Enter*</b> Number Of Containers	<b>*Enter*</b> Number of Pickups a Week		<b>Total Yearly Pounds</b>	
4	Container Size					
5						
6						
7	90-96 gal Mixed Paper				0	
8						
9	90-96 gal Comingled	1	1		3117.6	
10						
11	2yd Mixed Paper				0	
12						
13	2yd Cardboard				0	
14						
15	2yd Comingled				0	
16						
17	4yd Mixed Paper				0	
18						
19	4yd Cardboard				0	
20						
21	4yd Commingled				0	
22						
23	6yd Mixed Paper	1	1		19796.76	
24						
25	6yd Cardboard				0	
26						
27	6yd Commingled				0	

# Examples of collection containers



# Other methods of collection



Baler



Lamp box



Lamp crusher



Security container for  
confidential paper



# Filing your report on-line

---

■ Go to:

[www.montgomerycountymd.gov/content/dep/swsrecyc.asp](http://www.montgomerycountymd.gov/content/dep/swsrecyc.asp)




[Home](#) | [Translate](#)
 SEARCH

RESIDENTS

GOVERNMENT

BUSINESSES

CULTURE &amp; LEISURE

[News](#)  
[County Executive](#)  
[County Council](#)  
[Judiciary](#)  
[Departments](#)  
[I Want To ...](#)  
[Services & Info.](#)  
[Online Services](#)  
[County Cable 6](#)  
[NEW Seniors](#)  
[Education](#)  
[Libraries](#)  
[Volunteer](#)  
[Careers](#)  
[Contact Us](#)

## Division of Solid Waste Services

*Department of Environmental Protection*

[Home](#) | [Collection Services](#) | [Facilities](#) | [Recycling](#) | [Reference](#) | [Get blue bins + more](#)  
 >> [Contact DSWS](#) >> [Blog](#) >> [DSWS News + Calendar](#)

 >> [Department home](#)

## Annual Recycling Report for Businesses and Properties

→ [Apartment/Condominium Recycling Program \(TRRAC\)](#)  
 → [Non-Residential Recycling Program \(SORRT\)](#)

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2011
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2011
Small business (fewer than 100 employees) that received a written request from DSWS	
Commercial property owner or manager of multi-tenant facilities	

### Sign in

My email address is

My password is



→ [Send me my password](#)  
 → [Create an account](#) - I'm a new filer  
 → [Contact us for report assistance](#)  
 → [Download User Guide \(PDF\)](#)

### Multi-Family Property Filing Tools

→ [TRRAC Recycling/Trash Weight Calculator \(Excel\)](#)  
 → [TRRAC Recycling Container Weight Estimates \(PDF\)](#)

### Non-Residential Property Filing Tools

→ [SORRT Recycling/Trash Weight Calculator \(Excel\)](#)  
 → [SORRT Recycling Container Weight Estimates \(PDF\)](#)





# Are you a new filer?

[Annual Recycling Report home](#) | [Get Report help](#)

## Create an Annual Recycling Report Account

### I am filing for

Private residents do not have to file Annual Recycling Reports unless doing so on behalf of an entire condominium association or business.

→ [A business, organization, or school in Montgomery County](#)

→ [A multi-family residential property in Montgomery County](#)



# Are you a new filer?



[Annual Recycling Report home](#) | [Get Report help](#)

## Create an Annual Recycling Report Account

**Does your business or organization have 100 or more employees, or are you a commercial property owner of multi-tenant facilities?**

→ [Yes](#)

→ [No](#)



# Are you a new filer?



[Annual Recycling Report home](#) | [Get Report help](#)

## Create an Annual Recycling Report Account

**Did you receive a written request from us to file an Annual Recycling Report?**

→ [Yes](#)

→ [No](#)





# Create an Annual Recycling Report Account

We will process your account request within one business day.

[How we will use your information](#)

Fields marked \* are required for submission.

## About you

First name \*

Last name \*

Job Title

Email \*

Phone \*

Phone Extension

Fax

Format: xxx-xxx-xxxx

## About your workplace

Your business' name \*

Street #

Street Name \*

Street Type

Direction

For PO Boxes: enter PO Box information into the street name field

Suite

City \*

State \*

Zip \*

# Are you a new filer?



**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome: Gabriela Reynolds | Last Login:

## Annual Recycling Report Dashboard

### Guatemalan Restaurant

#### Business/Property Report Groups

[+ Add a new business/property report group](#)

Business/Property Report Groups	Report status	Delete
No records to display!		

#### Report Archive

No records to display!

#### Account Tools

- [Edit your account information](#)
- [Change your password](#)

# Are you a new filer?



**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

## Add new business/property

**I am filing for**

- [A business, organization, or school in Montgomery County](#)
- [A multi-family residential property in Montgomery County](#)

# Are you a new filer?



**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov  
[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

## Annual Recycling Report

**I am filing for**

- [One business/property](#)
- [More than one business/property](#)



Fields marked \* are required for submission.

## Business/Property Physical Address

Business/Property Name \*

Guatemalan Restaurant

Street # \*

Street Name \*

Street Type \* Direction

17108

Briardale

RD

Suite

City \*

State

Zip \*

Derwood

Maryland

20855

## Business/Property On-site Contact Information

If On-site Contact Information is Same as Filer Contact Information, [Copy Filer Contact Information](#)

First name

Last name

Job title

Phone

Phone extension

Format: xxx-xxx-xxxx

Fax

Format: xxx-xxx-xxxx

Email



## Business/Property Mailing Address

If Mailing Address is Same as Physical Address, [Copy Physical Address](#)

Street # Street Name Street Type Direction

Suite

City State Zip

## Business/Property Details

Government Agency Type \*

Industry Type \*

Total number of employees

Building Space

square feet

Total acreage of green area (landscaped and grassy area), if applicable

acres

## Property Management Information

If Property Management Information is Same as Filer Information, [Copy Filer Information](#)

Property Management Company Name

Street # Street Name Street Type Direction

Suite

City State Zip

## Property Management Company Contact Information

First name

Last name

Phone

Phone extension

Format: xxx-xxx-xxxx

Fax

Format: xxx-xxx-xxxx

Email

Save

Cancel



- MONTGOMERYCOUNTYMARYLANDmontgomerycountymd.gov

Account Home | Contact us | User Guide (PDF) | Logout

Welcome: Angie Braun | Last Login: JAN 06 2010 04:21 PM

## Annual Recycling Report Dashboard

### MoCo DSWS

#### Business/Property Report Groups

+ Add a new business/property report group

Business/Property Report Groups	Report status	Delete
<a href="#">Gable's business</a>	<a href="#">File for 2009</a>	<a href="#">Delete</a>
<a href="#">Test AAA123 Angie Report Test</a>	<a href="#">2009 Filed report</a>	<a href="#">Delete</a>

#### Account Tools

  - [Edit your account information](#)
  - [Change your password](#)

#### Report Archive

##### Damascus Square Condominium

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2008 Report</a>	46.67	46.67

Keep track of multiple properties on one screen

Track recycling progress and view previous year reports



# Select mandatory recyclable materials from list



**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

## Required Recyclable Materials collected by the businesses/properties in this Report

**Paper**

- ☐ Corrugated cardboard collected separately
- ☒ **Mixed paper**  
(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)
- ☐ Newspaper collected separately
- ☐ Shredded paper collected separately
- ☐ White office paper collected separately

**Commingled Materials**

- ☐ Aluminum cans
- ☒ **Commingled materials**  
(includes aluminum cans, glass bottles and jars, plastic bottles and containers, and steel/tin cans collected together)
- ☐ Glass bottles and jars collected separately
- ☐ Plastic bottles and containers collected separately
- ☐ Steel / tin cans collected separately

**Other materials**

- ☒ Christmas trees
- ☒ **Scrap metal**  
(includes appliances)
- ☒ Yard trim

Proceed

# Select voluntary recyclable materials



Welcome: Ana Puentes | Last Login: OCT 29 2011 06:54 PM

## Voluntary Recyclable Materials collected by the businesses/properties in this Report

Is your voluntary recyclable material missing from our list?

[Please contact us](#) for help in reporting a voluntary material you recycled that is missing from this list.

Proceed

- ☐ Antifreeze
- ☐ Batteries (alkaline)
- ☐ Batteries (lead-acid / rechargeable)
- ☐ Batteries (mixed types)
- ☐ Books / Catalogs / Magazines - unsold and returned to manufacturer / distributor
- ☐ Building materials (roofing shingles / sawdust / etc.)
- ☐ Carpet / Carpet padding
- ☐ Ceiling tile
- ☐ Cell phones
- ☐ Clothing / Textiles - not for donation or reuse
- ☐ Clothing / Textiles - for donation only
- ☐ Construction / Demolition debris (drywall / bricks / concrete / asphalt / etc.)
- ☐ Crayons
- ☐ Dirt (clean / fill / pond / etc.)
- ☐ Drink pouches / Cookie wrappers
- ☐ Electronic waste (computers / printers / monitors / cords / disks / CDs / DVDs / etc.)
- ☐ Food waste for composting - not including yard trim
- ☐ Food waste for donation only - not including yard trim
- ☒ Lights (fluorescent tubes / bulbs / ballasts / LED lights)
- ☐ Lights (holiday)



# Enter data per material

**MONTGOMERY COUNTY** MARYLAND  
ontgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome: Angie Braun | Last Login: JAN 06 2010 04:21 PM

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

### Mixed paper Amount collected in 2009

**Required Recycled Materials**

- ✓ [Commingled materials](#)
- [Mixed paper](#)
- [Scrap metal](#)
- [Yard trim](#)

**Voluntary Recycled Materials**

- [Cell phones](#)
- [Textiles](#)
- [Toner/ink cartridges](#)
- [Edit List](#)

**Add a Container Type**

*Fields marked \* are required if applicable.*

**Central Collection container type \***  
6-cubic yard dumpster

**Number of Containers of this type \***

**Number of pickups per** -Select One- \*

**Quantity collected in 2009**  
 -Select One-

**Drop-down menus and lists make filing your annual report easy**

**Green check = section complete**



# Select your hauler

Welcome: Gabriela Reynolds | Last Login: NOV 29 2010

Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

## Mixed paper Amount collected in 2010

 [Edit Required Recyclable Materials List](#)

 [Edit Voluntary Recyclable Materials List](#)

### Required Recyclable Materials


 [Mixed paper](#)


[Commingled materials](#)

[Christmas trees](#)

[Scrap metal](#)

[Yard trim](#)

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Add Hauler</a>	

 [Add a Container](#)





# Select your hauler

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome

## Add or change hauler/collector

**Who transports your 6-cubic yard dumpster for Mixed paper?**

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Save

Cancel



# Select your hauler

ontgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome: Gabriela Reynolds

## Add or change hauler/collector

Who transports your 6-cubic yard dumpster for Mixed paper?

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Our Hauler/Collector for Mixed paper is

waste

Don't see your hauler/collector listed?

Waste Management  
waste management  
Southlawn Waste Management Inc.  
Medical Waste Systems  
Wasteless Environmental Services, Inc.  
Allied Waste of Hagerstown  
Waste Management Inc.  
All Star Waste and Recycling, LLC  
All Waste Services

Save

Cancel



# Select your hauler

Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

Mixed paper Amount collected in 2010

Edit Required Recyclable Materials List

Edit Voluntary Recyclable Materials List

Required Recyclable Materials

Mixed paper

Commingled materials

Christmas trees

Scrap metal

Yard trim

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Waste Management</a>	<a href="#">Delete</a>
<a href="#">90- or 96-gallon wheeled cart</a>	1	1 per week	3117 pounds	<a href="#">Office Paper Systems, Inc.</a>	<a href="#">Delete</a>

[Add a Container](#)

Now you can add different haulers per container!



# Waste Reduction and Education

## Edit Report for: Test AAA123 Angie Report Test

✓ Recycling   ✓ Trash   **✓ Waste Reduction**   ✓ Education   ✓ Report Details   Preview

*Fields marked \* are required.*

**Describe the progress in waste reduction and reuse efforts that have been undertaken in an effort to reduce the amount of refuse generated. \***

We recently bought reusable mugs for all employees and stopped purchasing disposable cups, this has saved the company \$120.00 per month.

We have also set our copiers to "double sided" copying and encourage employees to keep electronic files. We have reduced in half the amount of office paper we purchase every month.

Upload document

Browse...

Save

**Follow the tabs  
across the top to  
complete the report**

**You can upload existing  
plans or flyers instead of  
retyping your  
accomplishments**





# Report Details



Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

Please confirm that the values on this page are correct, and then click "Save."

We automatically calculated these values based on the information you have provided about the businesses/properties covered by this Report. You may need to adjust these values to reflect the correct totals.

*Fields marked \* are required.*

**Number of employees covered by this Report \***

**Amount of building space covered by this Report**

square feet

**Total acreage of green area (landscaped and grassy area), if applicable, covered by this Report**


acres

Save



# Review completed reports

[Print](#)



2008 Annual Recycling and Waste Reduction Report  
Gabie's business

[Print this page](#)

**Report Filer** [edit](#)  
MoCo DSWS  
101 Monroe ST  
Rockville MD 20850  
Angie Braun  
Tester  
240-777-6488 ext  
angie.braun@montgomerycountymd.gov

**Report statistics**  
**Signed by:** Timothy F. Hagan  
**Report Submitted:** 01/30/2009  
**Report Approved on:** 09/10/2009

**This Report covers:**

Employees	2590
Building space	666000 square feet
Green area	1.5 acres

**Required Recyclables**

**Commingled materials:**  
**15696 pounds**

Hauler/Collector	Source	Container type	# of containers	Pickup frequency	Quantity
Georgetown Paper Stock of Rockville 14820 Southlawn LA Rockville MD 20850	Approved	Wheeled hamper/container	15	9 per month	15696 pounds
<b>Initial-Edit</b> <b>Hauler/Collector</b>					

**Corrugated Cardboard:**  
**250294 pounds**

You can view copies of  
your current or past  
submitted reports any time  
you need to

# Submit your report



## Edit Report for: Washington Adventist Hospital

Fields marked \* are required.

✓ Recycling   ✓ Trash   ✓ Waste Reduction   ✓ Education   ✓ Report Details   Preview   **Submit**

### Sign and Submit Report

☒ I have completed my Report \*

☒ I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable [Executive Regulation 15-04AM](#), which requires recycling and reporting by my business, and confirm that the above information is accurate. \*

Name of Responsible Corporate Officer \*

Title of Responsible Corporate Officer \*

**Sign and Submit Report**

NOTE: Want to print or save a copy for your records? We will give you a link to your signed report on the next

- E-mail confirming report was submitted
- E-mail after field verification process providing your recycling rate

# Questions?



- Please type your questions in the chat box on the left hand side of your screen
- Press \* 6 to UNMUTE your phone to ask a question



# Contact Information



**Montgomery County**

**Division of Solid Waste Services**

**Smart Organizations Reduce and Recycle Tons (SORRT) Program**

**101 Monroe Street, 6th Floor  
Rockville, MD 20850**

**(240) 777-6486 (PHONE)**

**(240) 777-6465 (FAX)**

**Gabriela.Monzon-Reynolds@montgomerycountymd.gov**

**[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)**